	Administrative Procedures 414
	Access to Division Level Support

		Adopted:	June 28, 2011
		Amended:	August 27, 2019
	External References:	**Internal References:**	

Background

The Division recognizes that additional supports may be required at the school level and encourages employees and administration to request access to support as needed.

Procedures

1. Student Support Services

    1.1   Teachers discuss needs for assistance from Students Support Services personnel, with the Principal.

    1.2   Requests for the assistance of Student Support Services personnel are completed in consultation with the Principal.

    1.3   When requests require specific referral forms, completion of these forms is the responsibility of the Principal in consultation with the Student Support Teacher (for example requests to the Speech and Language Pathologists or the Occupational Therapist).

2. Curriculum

    2.1   Requests for the assistance of the Learning Consultant and Technology Coaches are made directly to these individuals by the teacher.

3. Technology

    3.1   Teachers report technology issues by sending emails with the identified issue to helpdesk@sunwestsd.ca.

    2.2   Requests to replace existing equipment should be emailed to the Help Desk.

    2.3   Requests for equipment for distance education needs should be emailed to the Help Desk.

    2.4   Requests for new computer equipment, including mobile devices and other classroom equipment, should be included on the school technology plan. These requests should also include rationale for the request.

4. Facilities

    4.1   Principals and/or caretakers are to report building issues and make facilities requests using the facilities software.

5. Transportation

    5.1   Principals report transportation issues or requests to the Transportation Manager.

6. Business

    6.1   Employees may access assistance through direct contact with the Superintendent of Business, Business Manager, Business Supervisor, Accounting or Administrative staff.

7. Human Resources

    7.1   Employees may access assistance through direct contact with the Human Resources Manger, Human Resources Officer, Employee Benefits Officer and Payroll Officers.